



## **AGENDA**

### **1. CALL TO ORDER**

### **2. DISCLOSURE OF PECUNIARY INTEREST**

### **3. APPROVAL OF MINUTES**

1. Regular Meeting held Wednesday April 17, 2013

\*To be distributed Monday May 13, 2013

### **4. CLOSED MEETING**

None.

### **5. DELEGATIONS/PRESENTATIONS**

None.

### **6. REGULAR BUSINESS**

1. Review of Emergency Fire Reservoir Standards and Maintenance policy.  
Commercial, residential, existing standards, maintenance and enforcement.

2. Response Activity Report – April 2013

3. Monthly Expense Report – April 2013

4. Budget review – April 2013

5. Washroom renovation status

6. Fire Underwriters Survey Update

7. Trial Response Plan

8. Facilities & Apparatus Status Update

9. Fire Fighter's Association Report

10. Training Update

11. Opportunities for Improved Service & Cost Control

12. Future Initiatives – Review of list

13. 2013 Meeting Schedule – Review of Schedule

\*To be distributed Monday May 13, 2013

### **7. ADJOURNMENT**



### FUTURE INITIATIVES

| TOPIC   | DEPARTMENT   | STATUS | COMMENTS  |
|---|--------------|--------|---|
| Strategic Fire Master Plan                              | Fire         | P      |   |
| Public Education  | Fire         | P      |   |
| 25 Year Replacement Plan                                | Fire         | P      | Capital Forecast                                  |
| Aerial Truck Justification Review                       | Fire         | P      |   |
| Satellite Fire Station Concept                          | Fire         | P      | Trial being conducted May 2/13 to Oct 15/13       |
| Merged Computer Network                                 | Admin/Fire   | P      | Quote requested                                   |
| Centralized Purchasing                                  | Finance/Fire | P      |   |
| Development Charge Study                                | Finance      | P      | Jan 2014 By-law to be passed by Council Sept 2/14 |
| Time Recording & Compensation Standardization           | Finance/Fire | P      |   |
| Rescue Boat Concept                                     |              | NA     |   |
| Website & Software Review                               | Admin        | P      |   |
| Rural Water Accreditation                               | Fire         | C      |   |
| Incentive & Recognition Considerations                  | Fire         |        |   |
| Departmental Service Charges and Policy                 | Finance/Fire | P      |   |
| Fund Raiser Considerations                              | Fire         |        |   |
| Automatic Aid Agreements                                | Fire & Admin |        |   |
| Washroom Renovations                                    | Fire & Admin | P      |   |
| Emergency Fire Reservoir Standards & Maintenance Policy |              |        |   |

P – Pending

NA – Not Active

C - Complete

# *Pustinch Fire & Rescue Services*

## Response report for April 2013

| <u>#</u> | <u>Date</u> | <u>Time</u> | <u>Information</u>   |
|----------|-------------|-------------|--|
| 075      | Apr 1       | 16:46       | tiered collision, car vs train, Maltby Rd                  |
| 076      | Apr 3       | 17:07       | machine on fire, Nicholas Beaver Rd                        |
| 077      | Apr 6       | 22:14       | tiered vehicle off road, 401 westbound                     |
| 078      | Apr 8       | 13:20       | tiered to male unconscious Brock Rd South                  |
| 079      | Apr 8       | 13:59       | tiered to unconscious person, Ellis Road                   |
| 080      | Apr 9       | 12:58       | tiered to male in police vehicle, unconscious, Watson Road |
| 081      | Apr 10      | 17:47       | possible vehicle fire 401 westbound between 6's            |
| 082      | Apr 12      | 04:53       | Hydro wires down, Watson Rd                                |
| 083      | Apr 12      | 05:21       | Rd 34, Hydro lines down, tree on fire                      |
| 084      | Apr 12      | 06:32       | Victoria Road, downed hydro lines, tree on fire            |
| 085      | Apr 12      | 07:33       | Branch on Hydro line, Victoria Rd S                        |
| 086      | Apr 12      | 07:38       | concession 1, flooded basement                             |
| 087      | Apr 12      | 08:13       | tree across road by Mini Lakes                             |
| 088      | Apr 12      | 10:30       | hydro pole on fire, Arkell Rd at First Line in Nass        |
| 089      | Apr 12      | 11:10       | tree on wire concession 2 near Rd 20 S                     |
| 090      | Apr 12      | 11:20       | general fire alarm, Con One                                |
| 091      | Apr 12      | 12:13       | tree sparking and smoking Con 11                           |
| 092      | Apr 12      | 14:21       | Watson Road, fire alarm garage area                        |
| 093      | Apr 12      | 15:51       | tree on wires, Wellington Rd 36 & Victoria Rd              |

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## Response report for April 2013 Page 2

|     |        |       |  |
|-----|--------|-------|--|
| 094 | Apr 12 | 16:03 | Gilmour Road, tree on Hydro lines  |
| 095 | Apr 12 | 17:02 | alarm activation Watson Road   |
| 096 | Apr 12 | 17:15 | collision found Brock Rd & Wellington Rd 34  |
| 097 | Apr 12 | 18:34 | tiered to Niska Rd, difficulty breathing   |
| 098 | Apr 12 | 19:59 | CO alarm, Rd 34, no symptoms   |
| 099 | Apr 12 | 21:45 | residential fire alarm, Wellington Rd 35   |
| 100 | Apr 15 | 12:23 | grass fire along the RR at Con 11, all along RR                                      |
| 101 | Apr 15 | 19:06 | tiered collision on Well Rd 32 near Con 4, not required                              |
| 102 | Apr 17 | 08:03 | tiered to 401E at 299 and then cancelled   |
| 103 | Apr 18 | 00:45 | alarm activation on Brock Rd, no fire, smoke in building, overheated air conditioner |
| 104 | Apr 18 | 00:55 | alarm activation on Watson Rd, smoke in house from overheated sump pump              |
| 105 | Apr 18 | 09:19 | thick black smoke across Rd 34 near Victoria, burning with a permit                  |
| 106 | Apr 19 | 23:42 | RV burned on Well Rd 36  |
| 107 | Apr 23 | 03:03 | tiered 401E, 2 vehicles in the ditch   |
| 108 | Apr 26 | 16:23 | tiered collision on Hy 6 near Well Rd 34   |
| 109 | Apr 27 | 18:33 | tiered motorcycle down, 401E ramp ti Hy 6 south                                      |
| 110 | Apr 29 | 20:27 | transformer sparking on Brock Rd near Tim Hortons                                    |
| 111 | Apr 30 | 16:00 | tree down on hydro wires on Con 1  |

Total of 37 responses in April 2013



PUSLINCH FIRE & RESCUE SERVICES

6.3

Payment Request -- Expenses

April-13

| Invoice Date                                  | Vendor Name                   | Invoice #      | Description          | Puslinch Codes | Amount                | Paid by Cheque # |
|---|-------------------------------|----------------|----------------------|----------------|-----------------------|------------------|
| 18-Apr-13                                     | A J Stone                     | 110518         | grass fire brooms    | 4205           | 169.50                | 15350            |
| 8-Apr-13                                      | B Bonneville                  | green          | check defibs         | 4308           | 10.00                 | 15399            |
| 17-Apr-13                                     | Bell                          | bell           | cell in 35           | 4302           | 30.14                 | 15221            |
| 7-Apr-13                                      | Bell                          | bell           | phones               | 4302           | 138.98                | 15326            |
| 7-Mar-13                                      | Bell                          | bell           | phones               | 4302           | 142.31                | 15220            |
| 22-Apr-13                                     | Centre Wellington             | white          | SCBA fit test        | 4205           | 174.05                | 15391            |
| 3-Apr-13                                      | Custom Diving                 | 20195 2061     | suit repairs         | 4205           | 751.45                | 15362            |
| 11-Apr-13                                     | D Swann                       | green          | health and safety    | 4308           | 15.00                 | 15400            |
| 10-Apr-13                                     | Dependable                    | 65875          | adapter              | 4220           | 214.70                | 15364            |
| 28-Mar-13                                     | FedEx                         | 722049763      | shipping             | 4220           | 20.62                 | 15366            |
| 23-Apr-13                                     | Fire Safety Canada            | 129293         | public ed supplies   | 4207           | 601.95                | 15368            |
| 1-Apr-13                                      | Firehouse                     | form           | renewal              | 4310           | 20.14                 | U.S.             |
| 19-Apr-13                                     | Fireservice Management        | 426873         | cleaning gear        | 4321           | 578.83                | 15369            |
| 4-Apr-13                                      | Fireservice Management        | 426771         | cleaning gear        | 4321           | 459.54                | 15369            |
| 28-Mar-13                                     | Georgian Bay Fire             | 606297         | SCBA testing         | 4205           | 180.80                | 15371            |
| 15-Nov-13                                     | Heart & Stroke                | 20121115-24928 | instructor fee       | 4311           | 45.20                 | 15375            |
| 1-Apr-13                                      | HLB system                    | 19592          | service              | 4320           | 700.00                | 15314            |
| 27-Mar-13                                     | Home Hardware                 | 59188          | S Goode small items  | 4220           | 30.45                 | 15357            |
| 2-Apr-13                                      | hydro one                     | hydro          | hydro                | 4201           | 323.81                | 15315            |
| 23-Apr-13                                     | J Benn                        | green          | FPO mileage          | 4308           | 232.50                | 15377            |
| 14-Apr-13                                     | J Uptegrove                   | green          | fire college mileage | 4308           | 222.50                | 15378            |
| 29-Apr-13                                     | J Uptegrove                   | green          | training room        | 4309           | 1,210.95              | 15378            |
| 11-Apr-13                                     | K Tosh                        | green          | health and safety    | 4308           | 11.00                 | 15402            |
| 19-Apr-13                                     | M & L Supply                  | 129777         | valve for pumper     | 4220           | 259.64                | 15379            |
| 21-Apr-13                                     | M R C                         | 510805         | antenna ice damage   | 4302           | 1,811.51              | 15381            |
| 29-Apr-13                                     | N F P A                       | e mail         | fire codes           | 4207           | 1,361.37              | U S              |
| 29-Apr-13                                     | R Frosch                      | 006132         | training             | 4309           | 480.25                | 15383            |
| 2-Apr-13                                      | R Frosch                      | green          | mileage              | 4308           | 102.50                | 15383            |
| 2-Apr-13                                      | R Frosch                      | green          | food at training     | 4309           | 55.09                 | 15383            |
| 26-Apr-13                                     | R Gordon                      | white          | kitchen supplies     | 4216           | 7.58                  | 15384            |
| 2-Apr-13                                      | R Gordon                      | green          | mutual aid meeting   | 4308           | 26.00                 | 15384            |
| 3-Apr-13                                      | R Gordon                      | white          | office supply        | 4200           | 44.78                 | 15384            |
| 5-Apr-13                                      | R Gordon                      | white          | kitchen supply       | 4216           | 18.54                 | 15384            |
| 1-Apr-13                                      | Rogers                        | 1217122545     | cell phones          | 4302           | 141.03                | 15318            |
| 21-Apr-13                                     | S Goode                       | green          | mileage              | 4308           | 142.50                | 15388            |
| 20-Mar-13                                     | Skycom                        | 161765         | data cable           | 4302           | 377.42                | 15244            |
| 11-Mar-13                                     | Staples                       | 5493096620     | office supply        | 4200           | 140.35                | 15308            |
| 24-Apr-13                                     | Swan                          | 314153         | floor mats           | 4215           | 17.29                 | 15389            |
| 10-Apr-13                                     | Swan                          | 3135576        | floor mats           | 4215           | 17.29                 | 15389            |
| 27-Mar-13                                     | Swan                          | 3129738        | floor mats           | 4215           | 17.29                 | 15389            |
| 27-Mar-13                                     | Union Gas                     | gas            | gas                  | 4202           | 217.59                | 15248            |
| 21-Apr-13                                     | Well Duff Fire Prevention     | 2013FP-8       | membership           | 4311           | 150.00                | 15397            |
| 21-Apr-13                                     | Well Duff Mutual Aid          | 2113MA-4       | membership           | 4311           | 100.00                | 15396            |
| 1-Apr-13                                      | Xplornet                      | 3048109        | internet             | 4302           | 50.88                 | 15214            |
| 19-Apr-13                                     | Fire Marshall's Public Safety | 2252           | membership           | 4311           | 100.00                | 15367            |
| <b>Equipment and Repairs</b>                  |                               |                |                      |                |                       |                  |
| <b>Total Expenses</b>                         |                               |                |                      |                | <b>\$ 11,923.32</b>   |                  |
| <b>Capital Expenditures</b>                   |                               |                |                      |                |                       |                  |
| <b>Total Capital Expenditures</b>             |                               |                |                      |                | <b>\$ -</b>           |                  |
| <b>Remuneration</b>                           |                               |                |                      |                |                       |                  |
|   |                               |                |                      |                | Regular Pay           | 31,163.46        |
|   |                               |                |                      |                | Vacation Pay          |                  |
| <b>Total Remuneration</b>                     |                               |                |                      |                | <b>31,163.46</b>      |                  |
| <b>Employee Benefits &amp; Life Insurance</b> |                               |                |                      |                |                       |                  |
| Great West Life                               |                               |                |                      |                | Life Insurance        | 15373            |
| Jardine Lloyd Thompson                        |                               |                |                      |                | VFIS Insurance        |                  |
|   |                               |                |                      |                | CPP                   | 718.71           |
|   |                               |                |                      |                | EI                    | 496.71           |
|   |                               |                |                      |                | Workplace Safety Ins. | 518.20           |
|   |                               |                |                      |                | EHT                   | xxx              |
| <b>Total Employee Benefits &amp; Life Ins</b> |                               |                |                      |                | <b>1,733.62</b>       |                  |
| <b>Total Fire expenses</b>                    |                               |                |                      |                | <b>April-13</b>       | <b>44,820.40</b> |